



DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DISTRICT, HONOLULU
FORT SHAFTER, HAWAII 96858-5440

REPLY TO
ATTENTION OF:

CEPOH-HR (690-400)

22 August 2002

COMMANDER'S POLICY MEMORANDUM #7

SUBJECT: Standardization of Performance Evaluation Requirements within the Honolulu District

1. Reference: AR 690-400, Chapter 4302, Total Army Performance Evaluation System, 16 Oct 98.
2. Purpose. This memo describes how the Honolulu District (POH) will standardize the requirements outlined in AR 690-400 with regard to the employee performance evaluation process.
3. Commander's Intent. One of our goals is to make POH "the best place for the best people to work." One of the ways we do this is by giving employees regular and honest feedback on their performance. Accordingly, we owe it to our employees to ensure that their performance plans are timely, accurate, complete, and meaningful. This policy addresses these goals.
4. Responsibilities.
 - a. Ratee Duties. Ratees are responsible for taking appropriate roles in developing their performance and professional development plans, ensuring they know when their evaluations are due and that they submit their administrative data and significant accomplishments to their rater on time and accurately.
 - b. Rater Duties. Raters are responsible for assisting ratees in or establishing ratee performance plans, conducting timely initial and mid-point counseling, preparing written evaluations, ensuring that an employee's evaluation is accurate and submitting it on time to the senior rater. Special or annual will be prepared as applicable when the ratee or rater departs during the rating period. Raters review and approve ratee's Individual Development Plan (IDP) during initial and mid-point counseling sessions.
 - c. Senior Rater Duties. The senior rater reviews the performance evaluation, assigns ratings, and ensures the evaluation is submitted to the Civilian Personnel Advisory Center (CPAC) according to the timelines herein. Senior raters review and approve ratee performance plans and IDPs provided by raters.

CEPOH-DE (690-400)

SUBJECT: Standardization of Performance Evaluation Requirements within the Honolulu District

d. The rater will conduct a face to face discussion with the ratee with respect to the completed performance evaluation.

e. Support Form (DA Form 7222-1). Raters and senior raters shall provide a copy of their respective support forms to the ratee at the beginning of the rating period so that the ratee can develop their support form. The intent is to ensure alignment of goals and objectives.

f. Performance Evaluation Rating Scheme. Leaders will maintain and publish an employee performance evaluation rating scheme. Division Chiefs will update the rating scheme located on the LAN at P:\pohexec\rating scheme.xls on quarterly basis. Enclosure 1 contains the format.

g. Division Chiefs will ensure that all performance plans are submitted accurately and on time to CPAC. Report status by memorandum by the 15th of the month following the end of the quarter.

5. Performance Plan Timelines. Employee performance plans will be in place within 30 days of the beginning of the rating period. The plan becomes effective on the day it is approved by the senior rater.

6. Performance Evaluation Timelines. The following timelines are in effect in order that POH can provide timely and accurate evaluations to CPAC within 45 calendar days after the closing date of the rating cycle. Enclosures 2 and 3 contain base and senior system checklists to ensure performance are processed error free.

Employee Group	Closing Date	Ratee Submits Support Form to Rater	Rater Submits Performance Evaluation to Senior Rater	Senior Rater Completes Performance Evaluation	Performance Evaluation due to CPAC
GS 8 & below	Last day of birth month	NLT 7 th calendar day after closing date	NLT 21 st calendar day after closing date	NLT 28 th calendar day after closing date	NLT 40 th calendar day after closing date
GS 9-12	31 Oct	NLT 7 Nov	NLT 21 Nov	NLT 28 Nov	NLT 7 Dec
GS 13 & above	30 Sep	NLT 7 Oct	NLT 21 Oct	NLT 28 Oct	NLT 7 Nov

7. Mandatory Support Form Entries. Leaders will include leadership, EEO, Safety, and management control goals on their support forms for both the base and senior systems. A Project Management Business Process (PMBP) objective will be included for all GS-13 and above employees.

CEPOH-DE (690-400)

SUBJECT: Standardization of Performance Evaluation Requirements within the Honolulu District

8. Individual Development Plans (IDP). Employees IDPs will reflect training and professional development requirements identified during the annual training survey process and will be formally updated NLT 30 days after the beginning of each rating period to include the signature and date by the ratee, rater, and senior rater.

9. I am committed to ensuring that our employees receive accurate and timely performance evaluations. I expect leaders to assist employees to ensure they are timely, accurate and meaningful. We owe our employees honest feedback on their performance.



DAVID C. PRESS
Lieutenant Colonel, EN
Commanding

3 Encls

1. Rating Scheme Format
2. Base System Checklist
3. Senior System Checklist

DISTRIBUTION (POH List 02-1):

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Office/ Position	Grade	Last Eval Date	Type	Next Eval Date	Type	Name	Rater	Senior Rater	Date to CPAC
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OFFICE OF COUNSEL

District Counsel (000976)	GS-15			9/30/01	A	Faggioli, Vincent	Cdr, HED	Cdr, POD	
Gen Attorney (H0060)	GS-14	9/30/99	A	9/30/01	A	Sundberg, Robert	Chief, OC	Cdr, HED	
Gen Attorney (H0023)	GS-13	9/30/00	A	9/30/01	A	Au, Robyn	Chief, OC	Dep Cdr, HED	
Gen Attorney (H0023)	GS-13			9/30/02	A	Say, Richard	Chief, OC	Dep Cdr, HED	
Gen Attorney (H0023)	GS-13	9/30/00	A	9/30/01	A	Billington, Patricia	Chief, OC	Dep Cdr, HED	
Paralegal Specialist (H0076)	GS-11	10/31/00	A	10/31/01	A	Kanetake, Donna	Chief, OC	Dep Cdr, HED	
Paralegal Specialist (H0021)	GS-09	10/31/00	A	10/31/01	A	Koga, Shirley	Chief, OC	Dep Cdr, HED	
Secretary (97302)	GS-05	12/31/00	A	12/31/01	A	Tam, Jeanne	Chief, OC	Dep Cdr, HED	

Enclosure 1

BASE SYSTEM CHECKLIST

The following checklist items are provided for you to insure your Base System Civilian Evaluation Report, DA Form 7223 is processed error free:

- ☐ 1. DA Form 7223-1, Base System Civilian Performance Counseling Checklist/Record, is attached to DA Form 7223, Base System Civilian Evaluation Report.
- ☐ 2. Performance Plan (DA Form 7223-1) **MUST BE** in effect for at least 120 days. The effective date is the date the Senior Rater initials and dates the form.
- ☐ 3. Responsibility #5, Supervision and Leadership, and Responsibility #6, EEO and Affirmative Action, are rated for supervisory employees.
- ☐ 4. Overall Performance Rating (Part VI) and Individual Element Ratings (Part Vb, Responsibilities) **MUST** agree. For example, if Rater checks Excellence in three or more of the non-supervisory responsibilities and success in the remaining non-supervisory responsibilities in Part Vb and the Senior Rater checks Overall Performance Rating of Successful Level 2 (**INSTEAD OF SUCCESSFUL LEVEL 1**) in part VI, the submitted appraisal form will be rejected and submitted back to the Rater.
- ☐ 5. An annual rating **MUST BE** prepared if the Rater or Ratee departs within 120 days of the end of the rating period.
- ☐ 6. Ratee is not informed of their performance rating until after the Senior Rater has completed and approved the Evaluation Report.
- ☐ 7. Rating by Rater and Intermediate Rater is accomplished on performance only and not potential.
- ☐ 8. Submit the Evaluation Report to the Civilian Personnel Advisory Center (Stop 516) within 45 days after the end of the rating period, otherwise it will be considered late.

SENIOR SYSTEM CHECKLIST

The following checklist items are provided for you to insure your Senior System Civilian Evaluation Report, DA Form 7222 is processed error free:

- ☐ 1. Rater and Senior Rater box checks **MUST BE** in agreement, e.g., Rater check in Part VIa and Senior Rater check in part VII coincide. If the rater checks Part VIa as "Excellence 75% or more obj" than the senior rater should have checked "Successful Level 1" in Part VIII.
- ☐ 2. Annotate ratings on the performance plan next to the performance objectives/individual performance standards (Part IVb of DA Form 7222-1, Senior System Civilian Evaluation Report Support Form). Ratings are as follows:

Rating	Description
E	"Excellence" – Consistently exceeds level described by standards; frequently produces more and/or better than expected.
S	"Success" – Usually performs at level described by standards and documented expectations. Quality/quantity of accomplishments are generally at expected levels.
NI	"Need Improvement" – Sometimes performs at level described by standards documented expectations. However, weaknesses outweigh strengths.
NR	"Not Rated" – Employee did not have the opportunity to improve this performance objective or standard.
F	"Fails" – Frequently fails to perform at level described by standards and documented expectations. Weaknesses clearly outweigh strengths.

- ☐ 3. Attach DA Form 7222-1, Senior System Civilian Evaluation Report Support Form.
- ☐ 4. Performance Plan **MUST BE** in effect for at least 120 days. The effective date is the date the Senior Rater initials and dates the form.
- ☐ 5. Senior Rater **MUST** initial and date Part III, Verification of Face-to-Face Discussion, DA Form 7222-1.
- ☐ 6. An annual rating **MUST BE** prepared if the Rater or Ratee departs within 120 days of the end of the rating period.
- ☐ 7. Ratee is not informed of their performance rating until after the Senior Rater has completed and approved the Evaluation Report.
- ☐ 8. Rating by Rater and Intermediate Rater is accomplished on performance only and not potential.
- ☐ 9. Submit the Evaluation Report to the Civilian Personnel Advisory Center (Stop 516) within 45 days after the end of the rating period, otherwise it will be considered late.

Enclosure 3